



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
INFORMATION TECHNOLOGY CENTER  
2251 LAKESHORE DRIVE  
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 12620.1  
ITC122  
05 Nov 2003

### SPAWARINFOTECHCENINST INSTRUCTION 12620.1

Subj: ALTERNATE WORK SCHEDULE

Ref: (a) 5 CFR, Part 610, subpart D  
(b) NAVRESINFOSYSOFFINST 7410.1A

1. Purpose. To establish policy and procedures for implementing an Alternate Work Schedule (AWS) for the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) New Orleans.

2. Scope. All SPAWARINFOTECHCEN, New Orleans government employees. The AWS will be limited to an initial six-month trial period from the date of implementation.

#### 3. Definitions

a. AWS. A schedule that enables a full-time employee to work 80 hours per pay period in less than 10 work days. For the purpose of this instruction, the alternate work schedule will be defined as the 5-4/9 Plan.

b. 5-4/9 Plan. This plan is a compressed work schedule consisting of eight 9-hour workdays and one 8-hour workday to fulfill the basic 80-hour workweek. This schedule provides for an additional day off in each pay period.

c. Hours of Work. Work hours must be pre-established between the hours of 0600 to 1800. An employee may vary the arrival time without prior supervisory approval within 15 minutes before or after the approved starting time as long as his/her schedule for that day is adjusted so that the scheduled hours are worked. Accordingly, each employee must have a starting time no earlier than 0600 or later than 0830, and a departure time no earlier than 1530 or later than 1800.

5. Discussion. Reference (a) allows activities to adopt an AWS for hours of work, and administrative workweeks for federal employees. While placing more responsibility on supervisors and employees, this deviation from the traditional 8 hours per day, 5 days per week schedule has been shown to increase production and employee morale, while reducing leave abuse and tardiness. SPAWARINFOTECHCEN has established a 5-4/9 AWS Plan. Instead of the traditional two-week schedule of 8 hours a day, 5 days a week, it is a two-week schedule of 9 hours a day for 8 days and 1 day of 8 hours yielding an 80-hour pay period. The AWS Plan will consist of 9 hours a day Monday through Thursday and an 8-hour day on the work Friday with every other Friday off. An AWS or regular schedule will be established for each employee. An AWS or regular schedule will be established for each employee. All schedules are subject to supervisory approval. Employees may not defer their lunch period in order to leave early, nor may employees begin their workday prior to 0600.

Field Offices may adopt this plan provided it does not conflict with, or degrade service to customer commands. Prior approval of the Commanding Officer is required to implement AWS at Field Offices after the Field Site representative has accomplished coordination with customer commands.

6. Policy

a. It is the policy of the Commanding Officer to implement an AWS in those areas of the organization where it is compatible with the nature of the work and circumstances permit the operation of an AWS without negative impact on mission accomplishment.

b. Under no circumstances may the hours of work parameters of 0600 and 1800 be exceeded without prior approval of the Commanding Officer.

c. All provisions of reference (b) remain in effect except those, which are specifically modified by this instruction.

d. Work schedules and work schedule changes will be assigned/approved by the employee's supervisor. It is the supervisor's responsibility to provide the timekeeper with a master schedule list and to notify the timekeeper of any schedule changes.

7. Overtime or Compensatory Time. Per reference (a), overtime or compensatory time in lieu of overtime will be granted to non-exempt employees when they perform in excess of:

- a. The specified hours of the basic schedule for that day.
- b. The specified hours of the basic schedule for that week.
- c. 80 hours in a biweekly pay period.

8. All overtime and/or compensatory time for all employees must be approved in advance by the Department Head or higher.

9. Travel and Training. Supervisor and subordinate will determine the appropriate work schedule in advance of a subordinate's scheduled travel or training. Personnel may be required to change their work schedule to the schedule of the temporary duty station or training facility. If the scheduled travel or training includes an AWS day off, the individual may change his/her Regular Day Off for that pay period or work a basic workweek as approved by the supervisor. When changed to a basic workweek, the individual will remain on that work schedule for the entire pay period(s) irrespective of the actual length of time in a travel or training status. The supervisor and employee in advance of the scheduled training and/or travel to the maximum extent practicable should discuss work schedule changes.

10. Leave

a. Annual and Sick Leave. An employee on approved annual or sick leave on a scheduled workday will be charged leave for the scheduled amount of work hours for that day.

b. Holiday Leave

(1) When a holiday occurs on the AWS scheduled day off, the "in lieu of" holiday is typically the last regularly scheduled workday preceding the

holiday. However, in order to prevent an adverse agency impact, which would diminish the level of service provided to our customers, when a holiday occurs on the AWS scheduled day off, the "in lieu of" holiday will occur on the first regularly scheduled workday after the employee's "in lieu of" holiday. When a holiday falls on Sunday, the first regularly scheduled workday following the Sunday is the employee's "in lieu of holiday."

(2) In the event that a holiday occurs within the basic work schedule, an employee will be entitled to receive holiday leave for the number of scheduled hours for that day.

c. Administrative Dismissals. Employees must be in actual duty status (actually on duty at the time of the dismissal) to be administratively excused. Thus, if an administrative dismissal occurs on the employee's day off, administrative excusal leave allowed will not apply to that employee.

11. Timekeeping. SPAWARINFOTECHCEN 7410/1 (3-01) timecards for personnel will be annotated bi-weekly to show the employee's regular work hours with the fixed hours of work, per provisions of the AWS program.

  
PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)  
All SPAWARINFOTECHCEN Government Employees